

*Minutes of the Milesburg Borough Council Meeting held on
April 29, 2024*

Council Members Present: Fred Kellerman, Ethel Kellerman, Barry Campbell, Jr., Kirsty Lloyd, Shirley Martin, and Lauren Davidson-Haupt

Council Member Plummer Davidson was absent.

The Borough Solicitor Tracy Benson, Esquire was also present.

Mayor Clair Martin was also present.

President Fred Kellerman called the meeting to order at 6:30 pm.

Approve Minutes

During the meeting, it was noted that there were no meeting minutes available for approval. However, Benson brought attention to the fact that he had reviewed the meeting minutes from the Vacancy Board meeting held on April 8, 2024, which the former borough manager had written. He identified an error in the minutes where Mayor Martin was mistakenly listed as a member of the Vacancy Board. Despite Mayor Martin's presence at the meeting, it was clarified that he is not a member of the Vacancy Board. Benson suggested that the Council should put forth a motion to rectify the error in the Vacancy Board meeting minutes by accurately listing the members who were in attendance: Fred Kellerman, Plummer Davidson, Ethel Kellerman, Barry Campbell, Jr., Kirsty Lloyd, Shirley Martin, and the chairperson, Robyn Dyke.

Moved by Barry Campbell, Jr. and seconded by Ethel Kellerman to amend the Vacancy Board meeting minutes from April 8, 2024. Approved unanimously.

President Fred Kellerman stated that a list of bills requiring immediate payment exists and requested a motion to settle authorize payment of the bills.

Moved by Ethel Kellerman and seconded by Shirley Martin to approve paying the outstanding bills.

Resolutions

Vacancy of Borough Manager (Resolution No. 2024-3)

Benson mentioned that the Council has the authority to designate the role of Borough Manager, but having a Borough Manager is not obligatory. Nevertheless, since the Council appointed Keith Russell, this resolution aims to acknowledge his resignation and the Council's decision to keep the position of Borough Manager vacant until further actions are taken.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to accept this Resolution No. 2024-3. Approved unanimously.

Secretary-Treasurer/Assistant Secretary-Treasurer (Resolution No. 2024-4)

Benson announced that Keith Russell, who previously held the roles of secretary and treasurer for Milesburg Borough had officially resigned. In response to his resignation, the Council decided to leave the positions of secretary and treasurer vacant for now. Robyn D. Dyke was appointed to temporarily assume the responsibilities of Assistant Borough Secretary and Assistant Borough Treasurer until the Council makes additional decisions following a review of staffing requirements.

Motion made by Barry Campbell, Jr. and seconded by Shirley Martin to pass this Resolution No. 2024-4. Approved unanimously.

Composition of Borough Council (Resolution No. 2024-5)

Benson stated that due to the significant amount of turmoil experienced in the past two and a half months, it would be beneficial to have a resolution that provides a comprehensive explanation of the current council members and the process through which they were appointed. This resolution aims to document the resignations, the subsequent vacancies, and the appointment of new individuals to fill those positions on the council.

Motion made by Ethel Kellerman and seconded by Kirsty Lloyd to pass this Resolution No. 2024-5. Approved unanimously.

M&T Banking Authorization (Resolution No. 2024-6)

Benson stated that this resolution will grant authorization to Fred Kellerman, the Council President, Plummer Davidson, the Vice President, and Robyn Dyke, the Assistant Treasurer, to conduct banking transactions on behalf of the Milesburg Borough through M&T Bank. It is necessary to have two out of the three signatures in order to issue checks, negotiate, and settle bills for the Milesburg Borough. This resolution is required by the bank to streamline the check-writing process. It is important to note that a check cannot be issued until the M&T Bank office in Altoona, Pennsylvania receives this resolution confirming the current list of authorized individuals.

Motion made by Shirley Martin and seconded by Lauren Davidson-Haupt to pass this Resolution No. 2024-6. Approved unanimously.

Electronic Notice of Special Meetings (Resolution No. 2024-7)

Benson noted that despite a previous attempt, the necessary signatures were never obtained for this resolution because the individuals who were supposed to sign it are no longer part of the Council. The purpose of this resolution is to give council members the option to receive special meeting notifications via email, which would change the requirements outlined in the borough code. Currently, the borough code determines how notices for special meetings are sent to council members in the absence of specific regulations from the council. Benson emphasized the importance of updating and renumbering this resolution to ensure it is officially documented. New council members can complete this form and submit it to the assistant secretary, specifying their preferred method of receiving notifications for special meetings.

Motion made by Kirsty Lloyd and seconded by Barry Campbell, Jr. to pass this Resolution No. 2024-7. Approved unanimously.

Solicitor

Tracey Benson

Benson indicated that in addition to the resolutions he outlined, he had no further updates at this time.

New Business

President Fred Kellerman announced that the Milesburg Borough Council is currently under a state of emergency. He had requested a motion to modify the agenda to address emergent issues that have arisen.

Motion made by Barry Campbell, Jr. and seconded by Lauren Davidson-Haupt to modify the agenda to address pressing issues. Approved unanimously.

Employment Positions

Part-Time mowing

President Fred Kellerman delegated the discussion of the temporary part-time mowing position to the Personnel Committee. The Personnel Committee confirmed that the position was advertised on Friday, April 26, 2024, and recommended the hiring of Ron Smith and Nick Witherite for the role. The hourly rate for this position is \$20, with a maximum of 15 hours per week. It is important to note that this position is solely for mowing, and brush pick-up will not be included until a full-time replacement can be hired.

Motion made by Ethel Kellerman and seconded by Kirsty Lloyd to hire Ron Smith and Nick Witherite for the temporary mowing position. Approved unanimously.

The grass at the Milesburg Cemetery has not been mowed, and this needs to be addressed promptly. President Fred Kellerman shared that Mid State Environmental Services submitted a proposal to mow and trim the grass, with the initial cost set at \$318.27, with the possibility of reducing the cost by adhering to a consistent schedule. This arrangement would entail continuous seasonal employment.

Motion made by Shirley Martin and seconded by Kirsty Lloyd to hire Mid State Environmental Services. Approved unanimously.

Office Assistant

Benson mentioned that Robyn Dyke has been appointed as the part-time assistant treasurer and secretary, as per Resolution No. 2024-4. It is anticipated that a full-time secretary-treasurer will be required in the future. However, according to the code, Robyn can temporarily fulfill the role until a permanent secretary-treasurer is hired.

No motions were needed.

Road worker, Part-Time Street Maintenance positions

A motion was needed to advertise these two positions. At present, the Council advertises job vacancies in the Lock Haven Express and on the Milesburg Borough's website. Endeavors will be undertaken to investigate further advertising channels.

Moved by Ethel Kellerman and seconded by Kirsty Lloyd to advertise the two positions. Approved unanimously.

Lloyd had communicated that the Personnel Committee is currently in the process of reviewing and revising the personnel rules handbook, which had historically been connected to the Milesburg Borough Water Authority because of the prior organizational structure. A new handbook is being created specifically for the employees of Milesburg Borough. In addition, the committee is currently revising job descriptions for the Milesburg Borough and considering the creation of two full-time positions, which will be revealed in upcoming meetings.

Committee Appointments

The Park Committee will consist of Council Members: Lauren Davidson-Haupt, Ethel Kellerman, and Kirsty Lloyd.

Oversight Committee – Barry Campbell, Jr. indicated that Kirsty Lloyd was initially selected for this committee, but due to her involvement with the Personnel Committee, he proposed that Lauren Davidson-Haupt be appointed to this committee instead. President Fred Kellerman confirmed that if everyone agreed, there should be no issue with assigning Lauren Davidson-Haupt to this committee along with Barry Campbell, Jr.

President Fred Kellerman announced that Milesburg Park had been subjected to vandalism, leading to the destruction of the men's and women's bathrooms.

Consequently, the bathrooms have been rendered unusable and had to be locked in public access. The suspects were apprehended while observing the surveillance cameras in the park. President Fred Kellerman requested a motion to install two portable restrooms, with one being ADA accessible, at the park temporarily until the regular bathrooms can be reopened.

Moved by Shirley Martin and seconded by Lauren Davidson-Haupt for the borough to rent two portable restrooms, with one being ADA accessible to be placed at the park. Approved unanimously.

Appointments: Sewer Authority, Zoning & Hearing Board, and Emergency Management

The Council inquired with the attendees if anyone would like to volunteer for any of the committees, but there was no response.

Lloyd concluded by suggesting the inclusion of the website in the upcoming meeting agenda. Additionally, she mentioned her intention to conduct research for the next meeting, exploring various options for a new platform. She highlighted that the Pennsylvania State Association of Boroughs offers a web design service, assisting municipalities in website creation, providing editing capabilities, and enabling the posting of emergency alerts for the town.

Adjournment

The motion to adjourn was made by Barry Campbell, Jr. and seconded by Ethel Kellerman. Approved Unanimously. The meeting adjourned at 7:43 p.m.

Submitted by Robyn Dyke, Assistant Secretary-Treasurer